



Job Description

Job Title: Child Nutrition Purchasing Assistant

Position Code: 4N14

Job Classification: Non-Exempt

Supervisor: Executive Director Nutrition & Wellness

Pay Grade: 20

Contract Length: 245 Days

Job Summary

Responsible for the ordering and distribution of food products and small equipment to all school sites and maintaining an accurate inventory.

Essential Duties

1. Review menus and special function needs, calculates food needed and places orders with vendors in ample time for deliveries to warehouse.
2. Communicates with the Executive Director of Child Nutrition Services on utilization of USDA commodity foods.
3. Enters food orders for purchased and USDA commodities for distribution to school sites; communicates with site managers in the event of food order changes, deletions or additions; offers suggestions in the event a substitution has to be made; records all purchased invoices and commodities received and allocations to schools, and any food stored at any other freezer facility.
4. Reconciles and balances inventory on hand against daily issues, receipts and returns. Provides a reconciliation of all current invoices at the end of each month.
5. Balances each cafeteria with usage report at the end of each month.
6. Conducts end of year inventory of warehouse to balance out with computerized inventory system for review by auditor at the end of each year.
7. Orders and maintains small equipment; issues out to all sites; maintains small equipment inventory.
8. Inputs all purchase requisitions for goods and/or services to be purchased.
9. Performs administrative support functions to include maintaining files and records; screening visitors; providing telephone coverage; and process incoming mail.
10. Posts monthly menus.
11. Performs other duties as assigned.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Executive Director, Supervisor or any other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a high school diploma or GED. Ability to perform mathematical computations/numerical detail work with speed and accuracy. Must possess knowledge of standard office procedures/practices, business English and office terminology. Must possess working knowledge and skills in the operation and use of standard office equipment and microcomputer applications to include word processing, spreadsheets and database management software. Must possess the ability to maintain records/files and prepare related reports. Must possess excellent organizational and communication skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and operate a computer for extended periods of time. See and read printed material with or without vision aids; speak in audible tones so that others may understand clearly. Must possess the ability to establish and maintain effective working relationships with vendors and child nutrition staff.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually low to moderate.

Supervision Exercised: None

Supervision Received: Executive Director of Nutrition and Wellness Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The purchasing assistant will be required to follow any other instructions and to perform any other related duties as assigned by the director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and understand the contents of this job description.

Employee Name (Print)

Signature

Date

Revised 07/2025